



Broadbridge Heath Parish Council

The Parish Office, Sargent Way, Broadbridge Heath, RH12 3TS
clerk@broadbridgeheath-pc.gov.uk 07716 130103

To all Councillors - **You are hereby summoned to the PARISH COUNCIL MEETING** to be held at **The Parish Office** on **MONDAY 4th of JULY 2022** commencing at **7.30 pm**. The first 15 minutes are available for the public and the press who have a right to attend to express a view or ask a question on relevant matters on the following agenda (Standing Order 3d). Members of the public are welcome to stay and observe the rest of the meeting.

Signed: *Lucinda Edwards*

Lucinda Edwards (Clerk) – 29th June 2022

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| 1 | PUBLIC SPEAKING | 19.30-
19.45 |
| 2 | APOLOGIES AND REASON FOR ABSENCE
Recommendation: To receive and agree any apologies for absence and document the reasons for such. | 19.45-
19.45 |
| 3 | DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
To receive any disclosure by Members of personal interests in Matters on the Agenda, the nature of the interest and whether the Member regards the interest as personal, prejudicial or pecuniary under the terms of the Revised Code of Conduct for members. | 19.45
19.45 |
| 4 | CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
To receive announcements from the Chairman of the Council. | 19.45-
19.50 |
| 5 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING
Recommendation: To approve the minutes from the Parish Council meetings held on Monday 9 th May and Monday 6 th June 2022. | 19.50-
19.55 |
| 6 | COMMITTEE MINUTES
Recommendation: To adopt the minutes of the Personnel Committee meeting held on 21 st March 2022. | 19.55-
20.00 |
| 7 | COUNTY AND DISTRICT COUNCILLORS REPORTS
To receive an update from County and District Councillors. | 20.00-
20.05 |
| 8 | CLERK UPDATE AND CORRESPONDENCE
8.1 To receive an update on actions, projects and activity.

8.2 To receive and consider correspondence received during June 2022.

8.3 To consider a recommendation for a memorial plaque. | 20.05-
20.10 |
| 9 | LEGAL ACQUISITIONS OF PARCELS OF LAND

Recommendation: To receive an update on the legal progress and agree any appropriate action in relation to:

9.1 the adoption of the Wickhurst Green Parcels of Land, to include parcels SL5 (play area), SL6 (allotment site) and SL9 (play area). | 20.10-
20.30 |

9.2 the legal transfer to completion of the Weston Avenue allotments.

- 10 VILLAGE CENTRE S297 AGREEMENT** **20.30-20.35**
To receive an update and agree any next steps

- 11 FINANCE AND ESTABLISHMENT** **20.35-20.45**

To consider and if appropriate approve the following:

11.1 Ratification of Payments list for June 2022

11.2 Authorisation of additional hours worked during June.

11.3 Parish Office

To receive an update on progress of second Section 106 application for Parish Office facilities

11.4 Grant Application

To receive a grant application from the Junior Football Club

11.5 Use of Parish Office

To receive and consider a request for use of the Parish Office space

- 12 HIGHWAYS AND FOOTPATHS** **20.45-20.50**
To receive an update on matters related

- 13 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN MAY 2022** **20.50-21.00**

Application	Address	Details
DC/22/0889	9 Worsfield Road	Conversion of loft to form habitable living space, incorporating creation of a rear dormer and installation of 2no rooflights to front.
DC/22/0989	59 Shelley Drive	Erection of a single storey front extension.
DC/22/1019	26 Old Guildford Road	Removal of the existing single storey rear extension and erection of a new single storey rear extension
DC/22/0936	45 Charrington Way	Erection of a single storey side extension.
DC/22/1125	46 Shelley Drive	Surgery to 1 x Oak

- 14 EXCLUSION OF PRESS AND PUBLIC** **21.00-21.00**
Recommendation: To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff matters.

- 15 RECRUITMENT AND STAFFING**** **21.00-21.15**

Recommendation: To receive updates, discuss and if relevant make decisions regarding the following:

15.1 To consider and agree if appropriate, recommendations from the Personnel Committee.

15.2 To discuss, comment upon and agree if appropriate, proposed training events for officers and councillors and any staff/pension related matters.

16 DATES OF NEXT MEETINGS:

Recreation Committee – THURSDAY 7th July 2022 10:00

Parish Council Meeting – 5th September 19:30

Finance and Establishment Committee – 11th July 19:45

Personnel Committee – Monday 26th September 19:45

Allotments Sub-Committee – TBA

** Pursuant to the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100, and because of the confidential nature of the business to be transacted, the public and press may be required to leave the meeting during the consideration of these items.